



Program Proposal Format Instructions



Applicants submitting a satisfactory I BOAT NJ Program Expression of Interest (EOI) will be notified in writing to submit a formal written Proposal. Applicants who submit a deficient EOI will be notified of the deficiencies and given the opportunity to resubmit the EOI.

Once approval to submit a Proposal is received, applicants should promptly compile and submit a proposal. Comparable information must be obtained from each applicant. The following structure should be used as a baseline to present a Proposal:

Proposal

Cover Sheet

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Introduction

This section should provide general information of interest, Proposal background, as well as indicate, as applicable:

- > Where a facility is located (this should include accessible waterways, street address, nearby metropolitan areas, historical or other landmarks, etc.)
- > Names of directly accessible channels (this should include water depths, route used by vessels to the facility, etc.)
- > Public accessibility
- > Fee structure
- > Seasons/hours of operation
- > Pertinent project/study details
- > Scope of analysis
- > Environmental benefits
- > Other pertinent general information

Proposal Summary

A brief description of the overall project should be provided.

Statement of Need

Applicant should describe why the project is beneficial locally, regionally, and economically, for example:

- > Provide written financial justification for the specific amount of the grant request.
- > Discuss other services in the area and indicate how the project may bridge a gap.
- > Convey how or why the project is not a duplication of services already supplied in the area.



NEW JERSEY DEPARTMENT OF TRANSPORTATION
OFFICE OF MARITIME RESOURCES

GOVERNOR JAMES E. McGREEVEY

COMMISSIONER JACK LETTIERE

- > Summarize other reasons why you believe this project is important and necessary.
- > Explain why the selection committee should chose your Proposal over all the others.

Objectives

The objectives of the project should be described and the goals of the project should be succinctly stated and bulleted.

Project Plan

A written description of project planning and related efforts should be outlined. This section should include, or refer to appendices that include, relevant surveys, renderings, photos, technical analysis and a conceptual project plan.

Budget

A detailed cost/budget breakdown must be provided, and cost/benefit information should be proven, ideally which demonstrates a high benefit to cost ratio in the request for funding. A match requirement must also be demonstrated here.

Partnerships/Leveraging Resources

Applicant must demonstrate partnerships with others where and when appropriate to develop multi-faceted, resourceful approaches to funding requests. A description of additional project funding sources and a description of the status of any additional Federal, State, or local specific grant applications should be provided in this section.

Other Criteria

- > **Applicant must submit one original and seven (7) copies of the proposal.** Proposals should be compiled and complete, prior to submission. Applications should be detailed, clear and concise. Please note that clarity, spelling and grammar are taken into account in the proposal review process.
- > Clear photographs and design materials, should be included, as appropriate.
- > All necessary information should be included for the Selection Committee to make an informed decision.
- > The **total** Proposal should be no more than 20 pages in length.